

# Variance Procedures

1. Applicant confers with the planning staff to determine the need for a variance.
2. Applicant obtains a variance application from the Planning Department if the applicant wishes to pursue a variance.
3. Applicant completes and signs the application and files the completed application, including a site plan or plot plan, with the Department. The applicant also pays the required filing fee at the time of filing.
4. The City Clerk then sets a public before the Planning Commission.
5. The Planning Commission conducts the public hearing and either approves, conditionally approves or disapproves the variance request. A variance is usually granted only in cases where the property is unusual in size, shape or topography, or where there are special circumstances, which pose a hardship for the property (based upon a strict application of zoning regulations.) The granting of a variance is therefore not automatic or guaranteed, and applicants must be prepared to demonstrate to the Planning Commission that a variance is justified due to the nature of their particular property. It should be noted that the recommendation offered by the Planning Department Staff is only advisory, and the Planning Commission may take whatever action it deems appropriate.
6. If the Planning Commission grants the variance requests, the planning staff will issue a written variance permit to the applicant and/or property owner. The variance becomes effective 15 days from the Planning Commission's decision.
7. If the planning Commission denies the variance, the applicant within 15 days, has the option to appeal the decision to the City Clerk for hearing at City Council.